

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 6.29</b>
		Issue Date: March 21, 2005
		Revision Date: December 11, 2017
<b>CHAPTER:</b> Human Resources		Related Policy:
<b>SUBJECT: Tuition Reimbursement</b>		Related Laws: LCPOA Contract, Article XII, Section 9

**POLICY:** Employees may be eligible for tuition reimbursement for courses of higher education undertaken while employed by the Sheriff's Office.

#### **DEFINITIONS:**

1. Accredited: DPSST recognized accreditation for institutions of higher learning.

#### **RULE(S):**

1. Courses must be taken at an accredited trade school, college or university.
2. Reimbursement will be for 100% of the tuition and fees only. Books, transportation, and related expenses will be the responsibility of the employee.
3. Approval or denial of tuition and fee reimbursement requests shall be at the discretion of the Sheriff or designee.
4. Approval of tuition reimbursement shall not be construed as tacit agreement by the **COUNTY** to provide time off to attend class. Arrangement of time off shall be the responsibility of the employee, using the available contractual means, including personal time, vacation time, leave without pay, and/or shift trades.
5. Employees shall not be eligible for reimbursement if they are otherwise eligible for GI benefits or are receiving other scholarship or financial aid (except student loans) for education purposes.

#### **PROCEDURE:**

- I. General
  - A. Approval for tuition and fee reimbursement must be granted or denied by the Sheriff or designee before the course begins.
    1. The Training Coordinator is designated as a designee.

- B. Examples of related degrees include (but are not limited to): Criminal Justice; Police or Corrections Science; Sociology; Pre-Law; Psychology; Political Science or Management.

II. Conditions for Reimbursement:

- A. To be considered for reimbursement, the courses must either be:
1. Reasonably related to the performance of the employee's current duties
  2. Fulfill related undergraduate or trade school degree requirements
  3. A class approved by the employee's supervisor
  4. Prepare the employee for promotion within the Sheriff's Office
  5. Based on educational requirements of the County
- B. Courses within a Masters or Doctorate program or required for a Masters or Doctorate degree are not eligible for consideration for reimbursement unless an exception is granted by the Sheriff. Such courses will be evaluated on a case by case basis to determine whether the specific course is job related.
- C. Courses from a trade school will be considered for reimbursement, if the course meets the criteria listed in II.A.
- D. In order to be reimbursed, proof must be presented by the employee within 30 days of completion of the course that the employee completed the course with a "Pass" or a grade of "C" or better.
- E. The employee shall provide a receipt or other verification that they have paid the tuition for the course or are responsible for paying the tuition for the course. The Sheriff's Office may request proof that the course was paid for by the employee and not by another government agency, grant, or loan program.
- F. The employee must still be employed by the Sheriff's Office at the time the course is completed to qualify for tuition assistance.

III. Request Procedure

- A. Prior to registration for the course for which tuition assistance is being requested, the employee making the request shall submit a completed Tuition Reimbursement Request Form to the Training Coordinator through the chain of command. A form must be completed for each course in which the employee is seeking reimbursement. The following details must be addressed on the reimbursement form:

1. Name of the course for which tuition assistance is being requested. Included shall be a description of the course and how it *reasonably* relates to the performance of the employee's current duties or fulfills a related degree requirement and/or how the course will prepare the employee for promotion within the Sheriff's Office.
  2. Name of the institution where the course is being taken. Verification of the institution's accreditation may be requested by the Sheriff's Office prior to approval.
  3. The total amount (tuition and fees) the course will cost the employee.
  4. The employee shall also certify that he or she is not eligible for GI benefits and is not receiving other scholarships or financial aid for education purposes.
- B. The Sheriff or designee shall review the request and determine if it meets the above criteria. The Sheriff or designee shall also review the budget and determine whether or not there are sufficient funds available to grant the request.

II. Employees not Members of LCPOA

- A. Non-LCPOA employees will be required to sign a certification form stating they will remain employed with the Lane County Sheriff's Office for a period of at least two years following reimbursement for approved course work.
- B. If an employee voluntarily resigns before the two year period has ended, the employee shall be required to reimburse the Sheriff's Office for 100% of the tuition assistance received.